

Connecting to Zoom (Hybrid) Rooms

*Class Zoom meetings should be created in D2L (Courses) before the start-time of any given class.

Room Startup

You will need display(s) and the Classroom PC up and running. Please consult with your local IT group/site Director/site VTT Facilitator, if necessary, to understand how to turn on your designated room. For tech support call ext. 8888

Connecting to Zoom in D2L

- 1: From instructor computer in podium, sign into Okta - <https://saintleo.okta.com>
- 2: Select the Courses Icon to log in to D2L 
- 3: Open your course
- 4: Select **Activities** and then scroll down to **Zoom**
- 5: Select the **Start** button on the appropriate day-of-class Zoom session.
- 6: After starting, Zoom may prompt with a **Launch Application** box (If not, proceed to step 7.). Select **Open Zoom Meetings** if this box appears.
- 7: Select **Join with Computer Audio** when the box shows up.
- 8: Select **Unmute** and **Start Video** to turn on your microphone and video.
- 9: Adjust camera as needed
- 10: Test Speaker & Microphone

Reminder: Log out of Zoom and Okta
When you are finished.

